

**Town of Auburn
BUDGET COMMITTEE
Town Hall
November 14, 2019
7:00 PM**

Approval of Meeting Minutes

- Meeting of November 7, 2019

Budget Presentations:

- | | |
|---|---------|
| ▪ Health Officer (Paul Raiche) | 7:05 PM |
| ▪ Cemeteries (Cemetery Trustees) | 7:10 PM |
| ▪ Fire Department (Michael Williams) | 7:20 PM |
| ▪ Ambulance Service (Michael Williams) | 7:40 PM |
| ▪ Fire Apparatus (Michael Williams) | 7:45 PM |
| ▪ Emergency Management (Michael Williams) | 7:50 PM |
| ▪ Wages and Salaries (Bill Herman and Adele Frisella) | 8:00 PM |

Other Business:

**Next Meeting: Thursday, November 21, 2019 – Auburn Village School
Tour of Auburn Village School – 5:30 PM
School District Budget Presentation – 6:30 PM**

Adjourn:

Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided a reasonable accommodation in order to participate, please call the Town Hall (603) 483-5052, or contact the Committee Secretary so that arrangements can be made."

BUDGET COMPARISON -- FY '19 and FY '20 RUNNING TOTAL

<u>Department</u>	<u>2019 Budget</u>	<u>2020 BOS Proposed</u>	<u>2020 Bud Com</u>	<u>Difference</u>
Executive	279,499	283,396	9,650	
Election & Registration	89,647	114,956	44,550	
Financial Administration	107,854	100,890	45,800	
Legal Expense	36,000	30,000	30,000	(6,000)
Personnel Administration	406,379	464,479	381,738	
Planning & Zoning	49,151	49,151	47,150	(2,001)
General Government Buildings	139,230	100,939	82,442	
Cemeteries	33,960	34,382		
Insurance	112,024	117,595	117,595	5,571
Regional Associations	9,313	9,337	9,337	24
Other General Government	115,437	111,871	111,870	
Police	1,283,215	1,287,489	233,351	
Ambulance	84,735	86,858		
Fire	476,189	506,945		
Building Inspection	72,518	73,404	12,300	
Emergency Management	3	1,804		
Other Public Safety (Details)	1,000	1,000	1,000	0
Highways & Streets	997,997	1,007,255	1,005,002	
Street Lighting	18,000	14,000	14,000	(4,000)
Solid Waste	22,401	22,051	22,051	(350)
Health Officer	2,638	2,698		
Animal Control	21,266	21,929	2,390	
Health Agencies	5,875	5,875	5,875	0
Public Assistance	17,001	15,501	15,500	
Intergovernmental Welfare	4,471	4,471	4,471	0
Parks & Recreation	125,867	117,487		
Library	183,324	203,099	47,613	
Patriotic Purposes	6,500	11,500	11,500	5,000
Conservation Commission	2,571	2,139	1,500	
Debt Service	3	3	3	0
<u>Capital Outlay</u>				
Fire Truck	120,910	120,910		
Road Reconstruction	650,000			
Recreation Improvement	91,332	38,700		
TOTAL	\$5,566,310	\$4,962,114	\$2,256,688	(\$1,756)
Special Warrant Articles				
Collective Bargaining Agreement	46,052	14,842		
Building Rehabilitation CRF	60,000	0		
Property Improvement ETF	50,000	0		
GRAND TOTAL	\$5,722,362	\$4,976,956	\$2,256,688	(\$1,756)

As of November 4, 2019 Board of Selectmen's Meeting
As of November 7, 2019 Budget Committee Meeting
As of October 30, 2019 Joint Personnel Board Meeting

**Auburn Budget Committee Meeting
November 7, 2019
Minutes**

Members Present: Peter Miles, Chairman; Paula Marzloff, Dan Carpenter, David Wesche, Alan Villeneuve, Kevin Downing and Keith Leclair

Others Present: Building Inspector Carrie Rouleau-Cote, Conservation Commission Chair Jeffrey Porter, Planning Board Chair Ron Poltak, Library Director Kathy Gowney, Library Trustees Nancy Mayland, Elizabeth Michaud and Joseph Forest, Finance Director Adele Frisella and Town Administrator William Herman

Chair Miles called the meeting to order at 7:00 PM and introduced the Board members.

Approval of Meeting Minutes

Meeting of October 31, 2019

Changes were made to the second paragraph of page 4 from "Mrs. Marzloff" to "Mr. Miles" and the last sentence of page 2 was changed to read "when it becomes frozen, it must be purchased."

Mr. Villeneuve motioned to accept the October 31, 2019 minutes as amended. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Budget Presentations:

Building Inspector/Code Enforcement (Carrie Rouleau-Cote)

Mrs. Rouleau-Cote presented the Building Inspector proposed budget for FY2020 in the amount of \$12,300, which is level funded from last year.

Mr. Carpenter questioned the mileage line and Ms. Frisella advised this line is for gas and maintenance of the Town car the Building Inspector drives, not for reimbursement.

Mrs. Rouleau-Cote reported she issued 664 permits in 2018 and has issued just under 600 so far in 2019. Of these, 28 were new homes in 2018 and 24 new homes in 2019 with possibly a few more before the year is over. Most of the new homes are in developments with a few demos/rebuilds. There were a few Accessory Dwelling Units. Most new homes were selling in the high \$400s and low \$500s with a couple closer to the \$700s.

Mrs. Rouleau-Cote spend some time working with the design team at the Auburn Village School this year and with the Auburn Fire Department and the NH State Fire Marshall which made for a busy year. The interior construction is still ongoing.

Mr. Villeneuve motioned to approve the FY 2020 Building Inspector budget in the amount of \$12,300. Mr. Wesche seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Conservation Commission (Jeffrey Porter)

Mr. Carpenter motioned to approve the Conservation Commission FY 2020 budget in the amount of \$1,500. Mr. Downing seconded the motion. A vote was taken, all were in favor, the motion carried unanimously.

Planning and Zoning (Ron Poltak)

Mrs. Marzloff recused herself and sat with the public.

Mr. Poltak presented the proposed Planning and Zoning budget for FY2020 in the amount of \$49,150 which is level funded from last year.

Mr. Poltak discussed the legal expenditures line and some of the new ordinances which legal would review such as an ordinance for 55 and over housing that is in draft form and will be going to public hearing before a final draft is ready to present to Town Meeting voters. The lighting ordinance is another that legal will review, as well as the three subdivision regulations and three site plan sections to be consistent with state statute.

Mr. Poltak noted the Zoning Board of Adjustment's legal expenditures are part of this budget account as well.

Mr. Poltak was certain he had spent funds from the Engineering Services account, but Ms. Frisella noted the costs for Stantec's work on the 55 and over housing ordinance was originally coded to the line for Engineering Services, but was moved to the Master Plan and Regulatory Updates account. The expenses was close to \$3,000.

Mr. Poltak indicated he would like to lower the legal expenditures line to move \$1,000 to legal advertising and \$1,000 to engineering services which is over budget every year. Ms. Frisella noted there is revenue against the legal advertisements line. Mr. Poltak indicated he was willing to lower the legal budget by \$2,000 to a total of \$16,000.

Mr. Villeneuve motioned to approve the Planning and Zoning FY 2020 budget in the amount of \$47,150. Mr. Wesche seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Mrs. Marzloff resumed her seat with the Budget Committee.

Griffin Free Public Library (Kathy Growney & Library Trustees)

Library Director Kathy Growney presented the proposed FY2020 Griffin Free Public Library budget in the amount of \$47,613. Mrs. Growney noted this is the first year the Library budget will be part of the Town budget and so there is no history of the line item expenditures shown for

previous years. The Library Treasurer handled the Library operating expenditures in past years and, starting in 2020, the Town and the Library entered into a Memorandum of Understanding so the Town will expend their operating expenses similar to other Town departments.

Mr. Villeneuve recommended bringing in some of the expense history to help track and forecast the budget going forward.

Mrs. Growney noted there has been growth in usage and circulation is up 40% and programming has quadrupled.

Mr. Wesche motioned to approve the FY 2020 Griffin Free Public Library budget in the amount of \$47,613. Mr. Villeneuve seconded the motion. A vote was taken; all were in agreement, the motion carried unanimously.

Wages and Salaries (Adele Frisella and Bill Herman)

Mr. Herman provided a Memorandum dated October 15, 2019 to the Joint Personnel Board regarding the potential cost of living adjustment (COLA) for 2020 together with a copy of the Social Security 1.6% benefit increase announcement for 2020, Consumer Price Index figures from NH Department of Employment Security and a spreadsheet of Payroll for all departments and positions. Mr. Herman indicated using the prescribed formula in the Personnel Policy, the resulting COLA would be 1.5%.

Mr. Herman reported the Joint Personnel Board consisting of the Board of Selectmen, Library Trustees and Police Commissioners met and unanimously agreed to budget a 1.5% COLA and 2% Step increases for FY 2020. That is what is included in the Selectmen's proposed budget.

Mr. Herman noted the wage and salary spreadsheets documents the expense of a COLA or a step increase individually for the first and second years, as well as combined COLA/step increases for the first and second years. Mr. Herman noted neither increase is fully implemented in a given year as if a COLA is provided, it is issued as of April 1st, so it would only reflect nine months of increase during the first year. Step increases are based on a satisfactory job performance evaluation and would be issued on an employee's anniversary date, which are scattered throughout the year. He indicated the Finance Director likes to show the second year of any wage increases as it reflects the fully cost of the action.

Mr. Herman noted the totals for each potential appeared on the bottom of the second page, where the cost for the positions included in the Auburn Police Union are also shown as a separate item as they are presented in a separate warrant article.

Mr. Villeneuve noted the teacher contract is currently being negotiated and he would prefer to table a vote on this until he knows more on the school side of the ledger. The teachers have not seen an increase for a number of years due to the school addition.

Mr. Villeneuve motioned to table voting on the Wages and Salaries for FY 2020 until more is known about the teachers' contract. Mrs. Marzloff seconded the motion. A vote was taken; Mr. Leclair was opposed and six were in agreement, the motion carried.

Other Business

Mr. Herman reviewed the remaining FY 2020 budgets to be voted on by the Budget Committee.

Mr. Leclair noted health insurance was a \$60,000 increase and Parks & Recreation's budget is down \$60,000. Mr. Leclair noted some of the upcoming assessments for next year (after April 1) with approximately 30 new homes and a number of commercial buildings on both Dartmouth Drive and Rockingham Road.

Next Meeting: Thursday, November 14, 2019

Adjourn

Mrs. Marzloff moved to adjourn the meeting at 7:55 PM, seconded by Mr. Wesche. A vote was taken; all were in agreement, the motion carried unanimously. The meeting adjourned at 7:55 PM.

Respectfully submitted,

Nancy J. Hoijer,
Recording Secretary

2020 PROPOSED HEALTH ADMINISTRATION TOWN OF AUBURN

	1 Expended 2016 As of December	2 Expended 2017 As of December	3 Expended 2018 As of December	4 Budgeted 2019 As of December	5 Expended YTD 2019 As of November	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
General Fund									
Health Administration									
1 01-4411-2-250-1 Health Mileage Narrative for Column # 8 BOS approved 11/4/2019.	17.28	8.42	0.00	100.00	0.00	100.00		100.00	
2 01-4411-6-645-1 Health Dues & Memberships Narrative for Column # 8 BOS approved 11/4/2019.	105.00	255.00	70.00	255.00	35.00	255.00		255.00	
Health Administration Total	122.28	263.42	70.00	355.00	35.00	355.00	0%	355.00	0.00
Grand Total:	122.28	263.42	70.00	355.00	35.00	355.00	0%	355.00	0.00

2020 PROPOSED CEMETERY TOWN OF AUBURN

		1 Expended 2016 As of December	2 Expended 2017 As of December	3 Expended 2018 As of December	4 Budgeted 2019 As of December	5 Expended YTD 2019 As of November	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
General Fund										
Cemeteries										
1	01-4195-3-380-0 Cemetery Mowing Narrative for Column # 8 BOS APPROVED 9/23/19	11,855.00	12,505.00	14,010.00	12,000.00	10,781.25	12,200.00	2%	12,200.00	
2	01-4195-3-380-1 Cemetery Fertilization Narrative for Column # 8 BOS APPROVED 9/23/19	1,130.00	1,130.00	3,784.00	10,010.00	10,009.50	10,010.00		10,010.00	
3	01-4195-3-388-0 Cemetery Property Maintenance Narrative for Column # 8 BOS APPROVED 9/23/19	0.00	8,835.55	1,946.00	6,500.00	6,031.97	6,500.00		6,500.00	
4	01-4195-3-390-0 Cemetery Mapping Narrative for Column # 8 BOS APPROVED 9/23/19	6,132.50	1,022.50	813.00	1,200.00	0.00	1,200.00		1,200.00	
5	01-4195-5-550-1 Robie Cemetery Narrative for Column # 8 BOS APPROVED 9/23/19	0.00	0.00	0.00	2,000.00	1,150.00	2,000.00		2,000.00	
6	01-4195-5-550-2 Longmeadow Cemetery	0.00	4,455.50	5,336.00	0.00	0.00	0.00		0.00	
7	01-4195-5-660-0 Cemetery Supplies Narrative for Column # 8 BOS APPROVED 9/23/19	722.21	92.50	245.74	600.00	0.00	600.00		600.00	
8	01-4195-5-690-0 Cemetery Miscellaneous Narrative for Column # 8 BOS APPROVED 9/23/19	0.00	206.87	0.00	300.00	0.00	300.00		300.00	
9	01-4195-5-720-0 Cemetery Mileage Narrative for Column # 8 BOS APPROVED 9/23/19	0.00	0.00	445.81	300.00	0.00	500.00	67%	500.00	
10	01-4195-6-645-0 Cemetery Dues & Membership Narrative for Column # 8 BOS APPROVED 9/23/19	50.00	50.00	80.00	200.00	120.00	200.00		200.00	
Cemeteries Total		19,889.71	28,297.92	26,660.55	33,110.00	28,092.72	33,510.00	1%	33,510.00	0.00
Grand Total:		19,889.71	28,297.92	26,660.55	33,110.00	28,092.72	33,510.00	1%	33,510.00	0.00

		1	2	3	4	5	6	7	8	9	
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm	
		2016	2017	2018	2019	2019	Request	19/20	Approved	Approved	
							2020		2020	2020	
		As of December	As of December	As of December	As of December	As of November					
<hr/>											
General Fund											
Fire Department											
1	01-4220-3-370-1	Fire Occupational Health & Safety	1,000.00	0.00	242.00	1,000.00	0.00	4,430.00	343%	3,205.00	
	Narrative for Column # 6										
	This line item represents our infectious control program and safety equipment required by department level standards. This line reflects an increase of \$3,430 to purchase occupational equipment and to implement an infectious control policy currently not in place.										
	*Safety Glasses, PPE Gowns - \$1,000										
	*35 members Tdap testing x \$63 per person - \$2,205										
	*35 members x Flu shots x \$35 - \$1,225										
	Total: \$4,430.00										
	Narrative for Column # 8										
	BOS APPROVED 9/23/19										
2	01-4220-3-390-2	Forest Fires	0.00	0.00	0.00	1.00	0.00	1.00		1.00	
	Narrative for Column # 6										
	This line represents a budget line number for reimbursement purposes. This line reflects no increase										
	Total: \$1.00										
	Narrative for Column # 8										
	BOS APPROVED 9/23/19										
3	01-4220-3-390-3	Fire Equipment Maintenance	4,195.64	1,035.11	5,013.38	4,500.00	3,779.98	4,500.00		4,500.00	
	Narrative for Column # 6										
	This line represents all fire department equipment maintenance including, small tools and equipment, saws, pumps, etc. This line reflects no increase.										
	*Small Tools and equipment maintenance - \$1,000										
	*Gas, oil, saw blades, batteries etc. - \$1,000										
	*Gas meter supplies - \$1,500										
	*Power equipment maintenance - \$1,000										
	Total: \$4,500										
	Narrative for Column # 8										
	BOS APPROVED 9/23/19										
4	01-4220-3-390-4	Fire Radio Repair	860.52	1,111.32	199.30	1,000.00	2,347.13	1,000.00		1,000.00	
	Narrative for Column # 6										
	This line represents all mobile and portable radio repairs including batteries, antennas, microphones etc. This line reflects no increase.										
	Total: \$1,000										
	Narrative for Column # 8										
	BOS APPROVED 9/23/19										
5	01-4220-3-390-5	Derry Dispatch	43,757.00	45,944.50	48,241.50	53,830.00	52,711.36	55,772.00	4%	55,772.00	
	Narrative for Column # 6										
	This line represents all associated dispatching fees for Derry Fire to dispatch Auburn Fire Department on all emergency and non-emergency incidents. This line reflects an increase of \$1,942 due to contractual obligations with the Chester Tower Lease agreement for our radio equipment.										
	*Derry dispatch cost agreement - \$53,830										
	*Chester tower lease agreement - \$1,942										
	Total: \$55,772										
	Narrative for Column # 8										
	BOS APPROVED 9/23/19										
6	01-4220-3-390-7	Fire & Rescue Training	17,473.11	13,516.11	4,356.19	20,300.00	5,952.63	20,300.00		17,500.00	
	Narrative for Column # 6										
	This line item represents all training including outside vendors brought in to teach certain levels of training. Training was discussed in the MRI study. This line reflects no increase for fire and EMS training. This line reflects no increase.										
	*35 Fire/EMS members training allowances @ \$580 per person										
	Total:\$20,300										

		1	2	3	4	5	6	7	8	9	
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm	
		2016	2017	2018	2019	2019	Request	19/20	Approved	Approved	
							2020		2020	2020	
		As of December	As of December	As of December	As of December	As of November					
<hr/>											
Narrative for Column # 8											
BOS APPROVED 9/23/19											
7	01-4220-3-390-8	Fire Hazmat	6,290.23	6,556.68	6,623.70	6,700.00	7,249.01	7,249.00	8%	7,249.00	_____
Narrative for Column # 6											
This line item represents associated annual due to be part of the Regional Hazardous Material Team. This line reflects an increase of \$549 due to annual dues increasing.											
Total: \$7,249											
Narrative for Column # 8											
BOS APPROVED 9/23/19											
8	01-4220-5-550-1	Fire Building Maintenance	9,464.76	11,478.96	18,341.17	10,000.00	19,215.22	18,697.00	87%	18,697.00	_____
Narrative for Column # 6											
This line represents building maintenance for both fire stations. This line reflects a \$8,797 increase due to many items listed below never being budgeted for in the past for both fire stations.											
*Painting (both stations) - \$2,500											
*Interior repairs, carpet, flooring, etc. (both stations) - \$1,000											
*Exterior repairs, seed, painting, etc. (both stations) - \$1,000											
*HVAC maintenance agreement (complex) - \$1,332											
*HVAC maintenance (station 2) - \$1,000											
*Unexpected repairs (both stations) - \$4,500											
*Plymovement service contract (complex) - \$600											
*Floor buffing (both Stations) - \$600											
*Fire alarm monitoring (both stations) - \$1,140											
*New air compressor (complex) - \$2,000											
*Trash pickup (both statons) - \$600											
*Pressure wash the safety complex - \$575											
*Repair rotted trim, build roof over bay door, Install rain diverter - \$1,950											
Total: \$18,697											
Narrative for Column # 8											
BOS APPROVED 9/23/19											
9	01-4220-6-610-1	Fire & Rescue New Equipment	33,383.88	19,282.15	14,306.51	16,000.00	11,133.74	15,896.00	-1%	15,896.00	_____
Narrative for Column # 6											
This line represents all new fire equipment purchases, and replacement of such equipment which fails over the calendar year. This line reflects a decrease of \$104											
*New forestry equipment - \$1,000											
*New Fire Hose, 2.5 and 4 inch - \$2,000											
*Hydraulic rescue ram - \$5,325											
*New fire hooks, forcible entry tools - \$1,000											
*Zoll service agreement and maintenance contract - \$6,571											
Total: 15,896											
Narrative for Column # 8											
BOS APPROVED 9/23/19											
10	01-4220-6-610-4	Fire New Radios	4,214.25	3,443.77	2,714.30	7,700.00	4,144.85	7,700.00		7,700.00	_____
Narrative for Column # 6											
This line item represents all new radio purchases which either need replacing or break over the calendar year. This line reflects no increase.											
*Engine 1 didgital radio - \$3,850											
*Engine 2 digital radio - \$3,850											
Total: \$7,700											
Narrative for Column # 8											
BOS APPROVED 9/23/19											
11	01-4220-6-610-6	Fire SCBA Maintenance	4,383.76	3,637.54	2,146.95	5,000.00	2,283.55	6,130.00	23%	6,130.00	_____
Narrative for Column # 6											

Report Budgets									
	1 Expended 2016 As of December	2 Expended 2017 As of December	3 Expended 2018 As of December	4 Budgeted 2019 As of December	5 Expended YTD 2019 As of November	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
<p>This line item represents all Self-contained breathing apparatus maintenance or replacement of such equipment over the calendar year. We are also working towards assigning SCBA face masks per the MRI study completed. This line reflects an increase of \$1,130 for semiannual SCBA air testing.</p> <p>*10 Replacement face pieces - \$3,150 *Replacement associated parts - \$1,850 *SCBA Breathing air semiannual testing - \$1,130 Total: \$6,130</p> <p>Narrative for Column # 8 BOS APPROVED 9/23/19</p>									
12 01-4220-6-611-1	12,132.52	9,806.08	11,945.50	13,112.00	10,080.00	13,112.00		13,112.00	
<p>Narrative for Column # 6</p> <p>This line represents fire hydrant fees paid out over the calendar year. This line reflects no increase.</p> <p>Total: \$13,112</p> <p>Narrative for Column # 8 BOS APPROVED 9/23/19</p>									
13 01-4220-6-640-0	2,412.54	4,023.10	3,047.44	5,000.00	5,383.12	4,600.00	-8%	4,600.00	
<p>Narrative for Column # 6</p> <p>This line represents all fire department subscriptions, dues, and new replacement software for fire department functions. This line reflects a decrease of \$400</p> <p>*Firehouse software - \$1,700 *Membership dues - \$1,000 *Office 365 upgrade - \$1,900 Total: \$4,600</p> <p>Narrative for Column # 8 BOS APPROVED 9/23/19</p>									
14 01-4220-6-660-1	1,989.87	4,692.20	2,060.12	3,000.00	1,730.71	3,000.00		3,000.00	
<p>Narrative for Column # 6</p> <p>This line covers all fire department supplies, example: batteries, gas meter sensors, rehab supplies, tools etc. This line reflects no increase.</p> <p>*Durable medical equipment - \$2,000 *Rechargeable Batteries - \$1,000 Total: \$3,000</p> <p>Narrative for Column # 8 BOS APPROVED 9/23/19</p>									
15 01-4220-6-660-2	12,198.42	10,135.77	14,600.19	14,000.00	10,685.54	21,250.00	52%	16,950.00	
<p>Narrative for Column # 6</p> <p>This line item represents all personal protective equipment worn by firefighters and station wear. All PPE must be replaced after 10 years of in-service time per NFPA 1971 requirements. This line reflects an increase of \$7,250 due to budgeting for uniforms for the Call and Fulltime staff.</p> <p>*5 New set of PPE - \$12,500 *Spare Hoods, boots and gloves - \$1,500 *2 Fulltime firefighter uniforms - \$2,000 *35 Call firefighters' uniforms x \$150 Total: \$21,250</p> <p>Narrative for Column # 8 Reduced *2 Full Time @ \$650 ea = \$1,300 *35 Call @ \$50 ea = \$1,750 BOS approved 9/23/2019 Matched Police Uniforms @ 2 x \$600 BOS approved 9/30/2019</p>									
16 01-4220-6-670-1	3,521.50	2,500.76	2,886.77	2,500.00	442.89	2,500.00		2,500.00	
<p>Narrative for Column # 6</p> <p>This line item represents all cleaning supplies for both of the fire stations and for the apparatus. It also covers all office supplies, including pens, paper, tables, office chairs, printer cartridges, etc. This line reflects no increase.</p> <p>Total: \$2,500</p>									

	1 Expended 2016 As of December	2 Expended 2017 As of December	3 Expended 2018 As of December	4 Budgeted 2019 As of December	5 Expended YTD 2019 As of November	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
Narrative for Column # 8 BOS APPROVED 9/23/19									
17 01-4220-6-690-1	7,972.05	7,236.00	10,066.76	5,000.00	5,969.74	5,000.00		5,000.00	
Narrative for Column # 6 This line item represents money needed to cover grant co pays, if grants are written and approved. This line reflects no increase. Total: \$5,000									
Narrative for Column # 8 BOS APPROVED 9/23/19									
18 01-4220-6-690-2	665.57	520.74	0.00	2,000.00	44.91	2,000.00		2,000.00	
Narrative for Column # 6 This line item covers maintenance and repairs on all 24 dry hydrants and cisterns throughout town. This line reflects no increase. Total: \$2,000									
Narrative for Column # 8 BOS APPROVED 9/25/19									
19 01-4220-6-690-3	0.00	0.00	7,886.54	5,000.00	5,310.00	5,560.00	11%	5,560.00	
Narrative for Column # 6 This line item represents all IT services and repairs of such equipment. This line reflects an increase of \$560 due to cloud backups on servers, annual maintenance and service contracts on fire department IT equipment and unexpected replacement parts. *Monthly maintenance - \$285x12=\$3,420 *Cloud backup - \$95x12=\$1,140 *Unexpected costs - \$1,000 Total: \$5,560									
Narrative for Column # 8 BOS APPROVED 9/23/19									
20 01-4220-7-700-1	13,024.82	6,513.41	0.00	0.00	0.00	0.00		0.00	
21 01-4220-7-710-1	18,282.98	19,099.19	44,345.65	38,600.00	37,233.93	41,200.00	7%	27,900.00	
Narrative for Column # 6 This line item represents all fire apparatus maintenance and repairs included but not limited to: This line reflects an increase of \$2,600. *Vehicle Annual Service - \$7,700 *Pump service & testing - \$2,400 *Aerial service - \$1,000 Aerial/ground ladder test - \$1,200 *Hose testing - \$3,200 Tires - \$7,000 *State Inspection - \$400 *Tanker 2 pump work - \$9,300 *unforeseen repair - \$9,000 Total: \$41,200									
Narrative for Column # 8 BOA APPROVED 9/23/19									
22 01-4220-7-720-1	8,055.98	7,696.78	7,673.11	9,000.00	6,844.96	9,000.00		9,000.00	
Narrative for Column # 6 This line item represents all fire apparatus fuel, small equipment fuel, station fuel, etc. This line reflects no increase. *10 Fire apparatus vehicles with either diesel or gasoline and portable cans.									
Narrative for Column # 8 BOS APPROVED 9/23/19									
Fire Department Total	205,279.40	178,230.17	206,697.08	223,243.00	192,543.27	248,897.00	11%	227,272.00	0.00
Grand Total:	205,279.40	178,230.17	206,697.08	223,243.00	192,543.27	248,897.00	11%	227,272.00	0.00
23 01-4220-5-690-0 FIRE PREVENTION ADD FOR FIRE PREVENTION WEEK AT SCHEDULED PUBLIC EVENTS.									
	-0-	-0-	-0-	-0-	-0-	1528.00 250397.00		1,580.00 228772.00	

2020 PROPOSED AMBULANCE TOWN OF AUBURN

		1	2	3	4	5	6	7	8	9
		Expended	Expended	Expended	Budgeted	Expended YTD	Dept/Comm	% Chg	BOS	Budget Comm
		2016	2017	2018	2019	2019	Request	19/20	Approved	Approved
							2020		2020	2020
		As of December	As of December	As of December	As of December	As of November				
General Fund										
Ambulance										
1 01-4215-3-390-1	Derry Ambulance Service	72,802.50	80,082.50	83,896.00	84,735.00	84,735.00	86,858.00	3%	86,858.00	
Narrative for Column # 8										
BOS APPROVE 9/23/19										
Ambulance Total		72,802.50	80,082.50	83,896.00	84,735.00	84,735.00	86,858.00	3%	86,858.00	0.00
Grand Total:		72,802.50	80,082.50	83,896.00	84,735.00	84,735.00	86,858.00	3%	86,858.00	0.00

2020 MACHINERY, VEHICLES & EQUIPMENT

TOWN OF AUBURN

	1 Expended 2016 As of December	2 Expended 2017 As of December	3 Expended 2018 As of December	4 Budgeted 2019 As of December	5 Expended YTD 2019 As of November	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
Machinery, Vehicles & Equipmen									
1 01-4902-7-700-1 Fire Apparatus Lease/Purchase	72,695.61	72,695.61	172,695.61	120,910.00	120,909.07	120,910.00		120,910.00	
Narrative for Column # 6									
Engine #1 \$72,695.61 and Rescue \$41,308.31.									
BOS approved \$114,004 on 9/23/2019									
Need to add interest to Rescue of \$6,905.15									
Narrative for Column # 8									
BOS APPROVED 9/30/2019									
Grand Total:	72,695.61	72,695.61	172,695.61	120,910.00	120,909.07	120,910.00	0%	120,910.00	0.00

2020 PROPOSED EMERGENCY MANAGEMENT TOWN OF AUBURN

	1 Expended 2016 As of December	2 Expended 2017 As of December	3 Expended 2018 As of December	4 Budgeted 2019 As of December	5 Expended YTD 2019 As of November	6 Dept/Comm Request 2020	7 % Chg 19/20	8 BOS Approved 2020	9 Budget Comm Approved 2020
General Fund									
Emergency Management									
1 01-4290-0-550-0 OEM (FEMA) Expenditure	0.00	0.00	40,286.10	1.00	0.00	1.00		1.00	
Narrative for Column # 6									
This line represents any FEMA expenditures									
Total: \$1									
Narrative for Column # 8									
BOS APPROVED 9/23/19									
2 01-4290-3-390-1 OEM Training	42.48	0.00	0.00	1.00	0.00	1.00		1.00	
Narrative for Column # 6									
This line represents any Emergency management training									
Total: \$1									
Narrative for Column # 8									
BOA APPROVED 9/23/19									
3 01-4290-3-395-1 OEM Public Media	0.00	0.00	8,100.00	0.00	0.00	1.00	100%	1.00	
Narrative for Column # 8									
BOS APPROVED 9/23/19									
4 01-4290-5-510-1 OEM Communications	857.20	-53.96	0.00	0.00	0.00	1.00	100%	1.00	
Narrative for Column # 8									
BOS APPROVED 9/23/19									
5 01-4290-6-610-1 OEM Equipment & Gear	396.87	293.27	0.00	1.00	0.00	4,600.00	459,900%	1,800.00	
Narrative for Column # 6									
This line represents new equipment or gear for the Towns EOC or for Emergency Management.									
*TV and bracket for Town's EOC - \$1,500									
*Smart board for Town's EOC - \$3,100									
Total: \$4,600									
Narrative for Column # 8									
BOS APPROVED 9/23/19									
Emergency Management Total	1,296.55	239.31	48,386.10	3.00	0.00	4,604.00	153,367%	1,804.00	0.00
Grand Total:	1,296.55	239.31	48,386.10	3.00	0.00	4,604.00	153,367%	1,804.00	0.00

2020 Payroll

Description	Expended 2016	Expended 2017	Expended 2018	Budgeted 2019	Expended 2019 YTD	Default 2020	1.5% Est COLA 1st Year	1.5 Est COLA 2nd Year	STEP 1st Year	STEP 2nd Year	COLA&STEP 1st Year	COLA&STEP 2nd Year
Finance Director(12/4	59,592	62,147	63,668	66,081	55,727	67,701	68,463	68,717	67,814	69,055	68,576	70,071
Finance Assistant(11,	45,645	46,444	46,472	46,486	37,884	45,016	45,522	45,691	45,166	45,916	45,672	46,591
Town Administrator(1	82,025	83,942	86,877	90,767	77,118	92,744	93,787	94,135	93,131	94,599	94,174	95,990
Land Use Coordinato	44,510	45,217	46,693	51,708	42,115	50,691	51,262	51,452	51,283	51,705	51,853	52,466
BOS Secretary	-	-	-	3,000	1,160	2,000	2,000	2,030	2,000	2,000	2,000	2,000
Highway Safety Secre	107	8	60	310	109	200	202	203	203	204	205	207
Assessing Coordinatc	-	-	-	1	-	1	1	1	1	1	1	1
Selectman Chair Stip-	3,080	3,099	3,381	3,590	2,683	3,590	3,630	3,644	3,644	3,662	3,684	3,716
Selectman Seat Two	2,814	2,831	3,088	3,279	2,450	3,279	3,316	3,328	3,328	3,345	3,365	3,394
Selectman Seat Thre-	2,814	2,831	3,088	3,279	2,450	3,279	3,316	3,328	3,328	3,345	3,365	3,394
Trustee of Trust Fund	276	292	301	311	-	311	314	316	316	317	319	322
Trustee of Cemeterie-	600	-	400	662	-	662	669	672	672	675	679	685
Executive Departmen	241,464	246,810	254,027	269,474	221,695	269,475	272,484	273,517	270,885	274,824	273,894	278,836
Deputy Town Clerk(8/	8,294	9,177	5,824	16,108	6,629	10,031	10,144	10,181	10,115	10,232	10,227	10,382
Town Clerk/Tax Colle	4,113	-	-	1	-	1	1	1	1	1	1	1
Town Clerk Salary(5/	53,362	54,010	56,007	57,988	48,893	58,830	59,492	59,712	59,516	60,007	60,178	60,889
Election, Regis & Vita	65,769	63,187	61,831	74,097	55,522	68,862	69,637	69,895	69,632	70,239	70,406	71,272
Deputy Tax Collector(7,526	6,230	2,781	8,054	3,342	5,015	5,072	5,091	5,057	5,116	5,114	5,191
Deputy Treasurer Stip	311	330	340	351	-	351	355	356	356	358	360	363
Budget Committee Se	-	1,000	135	1,034	97	1,034	1,046	1,050	1,050	1,055	1,061	1,070
Tax Collector Salary(39,687	41,167	42,690	44,057	35,392	44,847	45,351	45,519	45,220	45,744	45,725	46,416
Treasurer Stipend	2,361	2,516	2,643	2,758	2,293	2,759	2,790	2,800	2,799	2,814	2,830	2,856
Financial Administrati	49,885	51,243	48,589	56,254	41,125	54,006	54,614	54,816	54,483	55,086	55,090	55,896
General SS	27,115	26,862	28,162	32,691	24,036	33,200	33,563	33,695	33,479	33,844	33,841	34,337
Medicare	6,065	6,286	6,465	7,918	5,624	7,765	7,849	7,880	7,830	7,915	7,914	8,030
Retirement Group I	40,361	40,205	40,835	42,084	35,129	40,294	40,747	40,898	40,552	41,100	41,006	41,704
Personnel Administra	73,541	73,353	75,462	82,693	64,789	81,259	82,159	82,473	81,861	82,859	82,761	84,071
Planning & Zoning Se	-	-	-	1	-	1	1	1	1	1	1	1
Planning & Zoning To	-	-	-	1	-	1	1	1	1	1	1	1
Janitorial Salary(3/15	11,198	11,023	14,850	22,970	9,895	18,389	18,437	18,453	18,449	18,474	18,497	18,53

2020 Payroll

Description	Expended 2016	Expended 2017	Expended 2018	Budgeted 2019	Expended 2019 YTD	Default 2020	1.5% Est COLA 1st Year	1.5 Est COLA 2nd Year	STEP 1st Year	STEP 2nd Year	COLA&STEP 1st Year	COLA&STEP 2nd Year
Police SS	9,805	8,859	8,118	11,073	6,804	9,974	10,057	10,085	10,047	10,122	10,130	10,233
Police Medicare	9,180	9,067	9,877	12,781	8,964	12,319	12,367	12,383	12,339	12,404	12,387	12,468
Police Retirement	139,641	159,137	194,610	207,544	168,872	202,822	203,507	203,735	202,997	204,039	203,681	204,967
Police Department Total	846,862	865,607	971,920	1,095,906	878,129	1,055,538	1,059,447	1,060,749	1,057,030	1,062,487	1,060,938	1,067,714
Fire Full Time Salary	117,398	117,148	115,854	130,217	92,126	138,044	139,597	140,115	139,770	140,805	141,323	142,876
Fire Chief Salary (8/2	-	-	-	28,005	24,065	35,000	35,000	35,000	35,750	38,000	35,750	38,000
Fire Call/Stipend	57,587	63,759	42,809	47,863	41,591	51,863	51,863	51,863	51,863	51,863	51,863	51,863
Fire Per Diem Firefight Chief Requested \$19,968 Additional	-	-	-	-	-	-	-	-	-	-	-	-
Fire SS	1,978	1,430	1,555	3,339	3,983	3,216	3,216	3,216	3,216	3,216	3,216	3,216
Fire Medicare	1,752	1,723	1,703	2,996	2,109	3,269	3,292	3,299	3,305	3,353	3,328	3,383
Fire Retirement	29,629	33,144	36,372	40,526	22,591	41,704	42,172	42,330	42,226	42,538	42,694	43,162
Fire Department Total	208,344	217,205	198,293	252,946	186,466	273,096	275,139	275,823	276,129	279,773	278,173	282,498
BI Salary(6/5)	53,532	54,858	56,065	60,218	49,315	59,736	60,408	60,632	60,432	60,930	61,104	61,826
Building Inspection Total	53,532	54,858	56,065	60,218	49,315	59,736	60,408	60,632	60,432	60,930	61,104	61,826
Highway Road Agent	1,890	1,902	2,063	2,195	1,825	2,195	2,220	2,228	2,228	2,239	2,253	2,272
Highways & Streets Total	1,890	1,902	2,063	2,195	1,825	2,195	2,220	2,228	2,228	2,239	2,253	2,272
Health Officer Stipend	1,483	1,624	1,672	1,728	864	1,728	1,747	1,754	1,754	1,763	1,773	1,788
Deputy Health Officer	475	522	537	555	278	555	561	563	563	566	570	574
Health Administration	1,958	2,146	2,209	2,283	1,142	2,283	2,309	2,317	2,317	2,329	2,343	2,363
Animal Control Salary	17,014	17,386	18,093	18,826	15,871	19,148	19,364	19,435	19,324	19,531	19,539	19,818
Animal & Pest Control	17,014	17,386	18,093	18,826	15,871	19,148	19,364	19,435	19,324	19,531	19,539	19,818
Welfare Officer Stipend	1,925	1,985	335	1	-	1	1	1	1	1	1	1
Direct Assistance Total	1,925	1,985	335	1	-	1	1	1	1	1	1	1
Recreation Coordinator	3,628	12,034	16,951	21,024	17,315	30,748	31,094	31,363	31,286	31,363	31,632	31,978
Recreation Maintenance	25,802	23,510	24,746	29,318	27,092	28,876	29,200	29,309	29,333	29,453	29,658	29,886
Parks & Recreation Total	29,430	35,544	41,697	50,342	44,407	59,624	60,294	60,672	60,619	60,816	61,290	61,864
Librarian Salaries(12/	49,796	51,843	53,700	56,137	48,802	66,126	66,870	67,118	66,236	67,449	66,980	68,440
Library Assistant Salary	34,189	37,413	41,707	54,450	38,932	57,534	58,181	58,397	58,211	58,684	58,859	59,547
Library Technical Assistant	7,941	8,853	8,661	9,426	7,642	9,618	9,726	9,762	9,682	9,810	9,790	9,955
Library SS	5,426	5,808	6,172	7,441	5,650	8,263	8,356	8,387	8,316	8,428	8,409	8,552
Library Medicare	1,270	1,358	1,444	1,740	1,321	1,933	1,954	1,962	1,945	1,971	1,967	2,000
Library Retirement	5,562	5,845	6,116	6,271	5,511	7,386	7,469	7,497	7,399	7,534	7,482	7,645
Library Total	104,184	111,121	117,800	135,465	107,858	150,860	152,557	153,123	151,789	153,877	153,486	156,140
Conservation Secretary	397	416	434	620	46	620	629	629	629	632	639	642
Conservation Administration	397	416	434	620	46	620	629	629	629	632	639	642
General Fund Total	1,711,832	1,756,229	1,865,010	2,125,142	1,678,083	2,115,943	2,130,559	2,135,627	2,126,673	2,144,967	2,141,289	2,164,633
Police Union Warrant	-	-	-	-	-	-	7,859	10,473	6,983	14,888	14,842	23,234
Totals with Union	-	-	-	-	-	-	2,138,418	2,146,100	2,133,657	2,159,855	2,156,132	2,187,867